



Position Description

SUMMARY: Manages a team of trade compliance and regulatory analysts. Ensures that the company is in compliance as it relates to trade (import/export), hazmat guidelines, and regulatory product requirements.

ESSENTIAL COMPETENCIES AND RESPONSIBILITIES:

- Personally exhibits, recruits and coaches associates consistent with Core Behaviors
- Responsible for promoting culture of safety
- Work with key departments to set up export/import checks and flags within the ERP system. Develop processes and training for exporting/imports for all locations. Review all new customers through restricted party screening database and determine if customer is a risk. Review and approve all export orders and create consolidated invoices/routed transactions. Work with Freight Forwards to ensure all required documents are maintained. Create Export/Import audit trail. Work to develop relationship with vendors/customers in order to obtain key export/import information for all products. Provide key compliance documents to customers and vendors. Manage all staff reporting to the position so as to effectively recruit, train, evaluate, motivate, delegate and monitor their activities. Works closely with newly acquired companies to transition them over to company policies as quickly as possible.
- Oversees the records management and records destruction program. Ensures that all employees have been trained and understand policy.
- Establishes and ensures that compliance programs and policies are in place to meet all regulatory requirements. i.e. Conflict Minerals, Prop 65, Medical product transportation, etc. Works closely with both vendors and customers to provide required data. Continually monitors governmental changes to ensure that best practices are in place.
- Provides organizational training in hazardous material handling and shipping
- Manages, and provides guidance for, a team of trade compliance and regulatory analysts.

QUALIFICATIONS:

- Proficient with Microsoft Office Excel and Word
- Knowledge of ERP and other company used programs
- Working knowledge of general accounting principles and concepts
- Fully competent with gathering diagnostic information gathering
- Technical expertise – fully competent-education/continuous training, seminars/webinars/conferences
- Able to show initiative and self-understanding of how company processes work
- Ability to build collaborative relationships (self, awareness of interpersonal relationships)
- Results oriented (computer/phone/software/communications)
- Perform office work directly related to the management or general business operations and includes independent judgment on matters of significance

SUPERVISORY RESPONSIBILITIES:

- Direct supervisory responsibilities. Manage the time and work of at least two direct reports, with responsibility for personnel decisions, including hiring, firing, promotions, etc.

- Supervisory responsibilities include, but are not limited to, hiring, firing, disciplining, promoting, approving time off, approving work and work product of others, setting departmental policies

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in related field required
- Bachelor's degree in related area with certifications and/or licensures preferred
- 3-5 years of experience in a similar position required
- 5-10 years of experience preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

- ITAR, EAR, and DOT certifications required
- ITAR, EAR, DOT Certifications and Licensed Customs Broker preferred

WORK ENVIRONMENT:

- Employee is regularly required to speak and understand English, stand, walk, sit, use hand to finger, handle or feel objects, tools or controls; reach with hands and arms. Employee is required to use computer and other equipment.
- Employee frequently lifts and/or moves up to 50 pounds. Specific vision abilities include close vision and the ability to clearly focus vision.
- Environment may be somewhat disagreeable. Working conditions may include exposure to elements. May be exposed to one element continuously or several elements occasionally, but usually not at the same time.
- Schedule involves frequent changes or includes some weekend and evenings.

PPE REQUIRED:

- Wrist rest for keyboard and mouse pad.

BENEFITS:

- 401K Plan and Company Match
- Tuition Reimbursement
- Medical, Dental and Vision Insurance
- Company paid Long-Term and Short-Term Disability
- Life Insurance
- Paid Time Off

***BlackHawk Industrial is an Equal Opportunity Employer**